

**UNITED STATES DEPARTMENT OF AGRICULTURE**

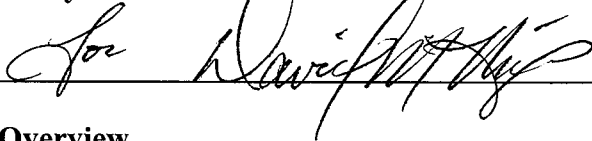
Farm Service Agency  
Little Rock, Arkansas 72201

**AR Notice PM-492**

**For:** All Non-Federal County Employees

**REQUEST FOR DONATED LEAVE FOR A NON-FEDERAL EMPLOYEE**

**Approved by:** State Executive Director



**1 Overview**

**A Background**

Handbook 17-PM, Part 10, allows non-Federal county employees to transfer leave to other non-Federal employees with medical or family emergencies whose leave has been exhausted.

**B Purpose**

To request donated leave for a non-Federal County Office employee, and to establish instructions for donors.

**2 Employees Statement**

Ted Collin, CED in Washington/Benton County:

I was in the hospital in January 2004 with a perforated ulcer. Then he underwent back surgery in April 2004 and unfortunately this did not take care of the problem and on October 24, 2004 he underwent additional surgery and again on November 3, 2004. The combination of all these surgeries and the length of time the recuperation takes has exhausted all his annual and sick leave. Ted would be grateful for any leave donated to him during this difficult time.

**3 County Office Action**

Employees wishing to donate should follow procedure in 17-PM, par. 240.

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Disposal Date	Distribution
March 31, 2005	All Offices
December 17, 2004	

**3 Action, Continued**

Additional instructions are as follows:

**A** Complete the Attached AD-1043.

- Complete blocks 1& 2 of Part II. Use annual leave balance and pay period as of pay period prior to completions of AD-1043. Leave Application Approved block, blank for completion at State Office.

**B** SED shall approve all CO employee's AD-1043, including CED

- Fax all CO employee's AD-1043 to STO, Attn: Jennifer Adams, (Fax 501-301-3086).
- State Office will notify donor's timekeeper when application is approved.

**C** Do NOT deduct donated leave from donor's leave account until notified by State Office.